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Executive Registry
62-5533/1

ACTION MEMORANDUM

OFFICE OF THE DIRECTOR

Action Memorandum No. A-76

Date 25 October 1962

TO : Deputy Director (Support) for the Director of Training

SUBJECT : CIA Career Training Program

REFERENCE: Memoranda from the Director of Training dated 9 July 1962, forwarded by A/DDS 2 August 1962, subject: CIA Training Program (Proposed)

1. The two outlines proposing a CIA training program, with a slight variation in the two proposals, have been reviewed and approved in principle. Generally speaking the three-phase proposal would appear to be preferable at least for the start and until we have mandatory training thoroughly phased into the Agency system.

2. We have given considerable thought to these programs and trust that you have also been doing the same and that we are now ready to move ahead with the preparation of a formal proposal for presentation to the Agency and for implementation. In presenting this proposal we want it clearly understood that formal training would henceforth be an Agency requirement for advancement and for acquiring greater responsibilities, and that those employees who are passed over for "Mid-Career" training will realize that their advance has ended and that they will either remain at that level for the rest of their career or be phased out of the Agency, and the same would be true of those passed over for "Senior" training who would realize that they had reached their top grade.

3. It is recognized as fundamental that the appropriate participation by qualified students is an essential element for the success of such a

SUSPENSE DATE: 1 December 1962

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training program. The necessary action to insure this will be taken through command channels.

4. It is requested that DDS/OTR now prepare the final proposals and the implementing notices and regulations, which will be considered at the Executive Committee level prior to issuance.

Lyman B. Kirkpatrick
Executive Director

LBK/kg
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